



Stansbury Service Agency Of Tooele County

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The regular meeting of the Stansbury Service Agency of Tooele County was held Wednesday, September 9, 2015 at 7:00 pm, at the Stansbury Park Clubhouse, 1 Country Club, Stansbury Park, UT 84074. The agenda was published in the Transcript-Bulletin and on the Public Notice Website.

Business Meeting:

Call to Order: The meeting was called to order by Vice Chairman, Rod Thompson.

Pledge of Allegiance: Glenn Oscarson led the Pledge of Allegiance.

Roll Call:

Jamie Lindsay - Present
Gary Jensen - Present
Mike Johnson - Present
Glenn Oscarson - Present
Neil Smart - Excused
Rod Thompson - Present

Staff:

Randall Jones - Present
Miriam Alsup - Present

Review and Adopt Minutes:

Jamie moved to adopt the minutes of the regular meeting held on August 26, 2015, with no changes. Rod seconded the motion and the vote was as follows:

Jamie - yes	Glenn - yes
Gary - yes	Mike - yes
Rod - yes	

The motion passed.

Public Comment: no public comments.

Possible Action Items:

Scott Wadman, the Agency's accountant with Wiggins & Co, CP, presented the 2014 Financials drawing the Board's attention to year-end figures in the General Fund and Capital Projects Fund noting that the year-end balance of the General Fund can be up to 100% of the year's budget and that the year-end balance in the Capital Projects Fund can't go over the budgeted expenses. The Agency is in good standing as both of these fund balances for 2014 were compliant. Scott also shared the three findings from the State Auditor with Keddington & Christensen:

1 - Segregation of Duties - which is due to not enough employees to segregate all financial tasks. The Agency will continue with requiring two check signers and providing financial records to Board Members on a regular basis thus compensating for the lack of segregation of duties.

2 - Cash Management - the Deposit and Investment Report Form for 12-31-14 copy was not located in the office and therefore was reported as not filed with the State. The Agency's Office Manager contacted the State Treasurer's Office and requested a copy of the submitted form and found it had been submitted in a timely fashion, but this was reported too late for the "finding" to be voided.

3 - Open and Public Meetings - two of the approved meeting minutes for 2014 were not posted to the Utah Public Notice Website within three days of the approvals. The Agency will address this issue and comply with posting of the approved minutes in a timely fashion.

Scott added that he is in contact with Randall and Miriam on a regular basis and is available for all Board Members to contact him if and when needed.

Shoreline Reclamation Project Contract - Randall reported that seven proposals had been received and that the Proposal Committee had set five criteria to help in the selection process which in order of importance were: reputation/references, experience, bid price, scope of work (how much work will be completed) and local or non-local contractor. Based on the criteria, the Proposal Committee is suggesting the Board award Powell Landscape Inc. the project. **Mike motioned to accept Powell Landscape Inc. as the contractor for the Shoreline Reclamation Project at \$169,992.00 contingent upon the acceptance and signature of the contract to perform all work within the scope of the project. Jamie seconded the motion and the vote was as follows:**

Jamie - yes

Glenn - yes

Glenn - yes

Mike - yes

Rod - yes

The motion passed.

Randall added that he will formalize the contract, get the bond and take care of all the particulars so that the project can begin in about two weeks.

2016 Budget - Randall suggested that the Board begin thinking about where next year's dollars should be spent in relation to projects, maintenance, improvements and so forth as a tentative budget needs to be prepared by November's meeting and the final budget available for public review and approval at the December meeting. He also reminded the Board that contracts for clubhouse scheduling and cleaning were due for renewal and needed to be put out to bid. Randall presented that the Agency could save about \$10,000.00 per year if the scheduling and cleaning of the clubhouse were done in-house. His second suggestion was that the process would run smoother if one contractor bid for the scheduling and cleaning instead of having two separate contracts. Rod suggested that all Board Members think on this as there are many questions to be answered before making a decision. Randall reminded the Board that time was an issue as putting these contracts out for bid was part of the budgeting process and little time is left.

Recess

Manager's Report

Randall gave an update on the near completion of the entrance curb and gutter; the boat ramp area has been staked with the next step being to build a cofferdam; the shoreline project should begin in two weeks; the park bathrooms are almost done with a bit of plumbing left at Parkview Park; the softball fields are in need of mowing for the first time and will be ready for football. Rod asked Miriam if there was anything new regarding the retention of records and how facebook plays a role. She stated that she will find out when she attends a class on the 22nd of October and will share her findings with the Board.

Board Members' Reports & Requests:

Gary Jensen - Gary reported that he will be absent for several months as he undergoes medical treatment that requires his isolation. He added that he plans on returning to his position on the Board as soon as possible and Rod and the rest of the Board wished him well and speedy recovery.

Jamie Lindsay - Jamie reported that she is posting agenda, minutes and general information on the Agency's facebook page, but has the page set up so that no comments or messages are received.

Glenn Oscarson - nothing at this time.

Mike Johnson - Mike stated that the new bathrooms are sweet and really nice.

Rod Thompson - nothing at this time.

No Correspondence.

Financials and Bills: checks were signed and the bills taken care of.

Gary made the motion to adjourn the meeting. Mike seconded the motion and the vote was as follows:

Jamie - yes

Glenn - yes

Gary - yes

Mike - yes

Rod - yes

The motion passed and the meeting was adjourned.

